

Government of the District of Columbia

Office on Aging

REQUEST FOR APPLICATIONS



Fiscal Year 2013 Competitive Grant for Senior Transportation Services

The D.C. Office on Aging Invites the Submission of Applications for Funding under the Older Americans Act of 1965, as amended (P. L. 89-73) and DC Law 1-24, as amended.

RFA Release Date: May 10, 2013

Application Submission Deadline: June 10, 2013, 4:30 p.m., EDT

LATE APPLICATIONS WILL NOT BE ACCEPTED

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**DISTRICT OF COLUMBIA
OFFICE ON AGING**

Announces

A

PREAPPLICATION WORKSHOP

FOR

**FISCAL YEAR 2013
Senior Transportation Services**

Thursday, May 15, 2013

10:00 a.m.

**500 K Street, NE
Washington, DC 20002**

For registration to attend and questions, please contact:

Aurora Delespin-Jones, Program Analyst

Tiffanie Yates, Program Analyst or

Brenda L. Turner, Program and Grants Manager

202-724-5622



GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE ON AGING



Office of the Executive Director

May 10, 2013

Dear Applicant:

Thank you for your interest in applying for a grant under the District of Columbia Office on Aging (DCOA) Senior Transportation Services competitive grant. This RFA addresses a transportation service that consists of (4) four major service components. Applicants can apply for one or more components. DCOA seeks an applicant(s) who will bring extensive experience and preferably an existing vehicle fleet capable of meeting the transportation service components. Therefore, this letter highlights the major items in the application package that will be important to you in applying for a grant. You are encouraged to review the entire application package carefully before preparing and submitting your application(s). Please note the following provisions:

1. Eligible applicants include nonprofit and for profit organizations, although for profit organizations may not include profit in their grant application.
2. Eligible applicants applying for multiple program service components must submit separate clearly identified program narrative and budgets under one application.
3. In an effort to facilitate an effective application evaluation process, all applicants must adhere to the program narrative limitation of 25 pages. Applications that exceed this number will not be reviewed and will be returned to the applicant. To further expedite the reading process, please follow the format in Section III, Proposal Format provided in the application package.
4. Current and former DCOA grantees should note that prior performance will be assessed and considered in final funding determinations.
5. All applicants must supply a D.U.N.S. number issued by Dun & Bradstreet.
6. All applicants must supply a Certification from the District of Columbia Office of Tax and Revenue that your agency is compliant with District of Columbia tax requirements.
7. All applicants must supply proof of payment of unemployment taxes from the District of Columbia Department of Employment Services.
8. All applicants must supply a current Certificate of Good Standing issued by the District of Columbia Department of Consumer and Regulatory Affairs showing that the organization is in good standing with the DC Government.

9. All applicants must supply Minutes of Board of Directors' meeting, signed by the President or Secretary of the Board, in which the Board authorized the grantee to submit an application for funding to the DCOA or certification from the Board, signed by either the President or Secretary, giving the Executive Director authority to apply for grants.
10. All applicants must submit a copy of the agencies' most recently audited financial statement.
11. The successful applicant is expected to participate in community meetings for purposes of outreach, emergency preparedness, and collaboration. All applicants must show evidence of staffing that includes a full-time project director, licensed drivers, fleet manager, scheduling coordinator and dispatcher, supported by other administrative staff, consultants and volunteers.
12. Entities may partner to provide one or multiple services using varied methods and approaches to delivering efficient, safe, reliable, and responsive services for seniors.
13. DCOA strongly supports and encourages the utilization of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise program (CBE).. The successful applicant is encouraged to utilize the resources of the Department of Small and Local Business Development, including the *Business Center* found on DSLBD's website (<http://dslbd.dc.gov>) as a resource for identifying CBEs and to publish contracting and procurement opportunities.
14. The application must be postmarked or hand delivered on or before the deadline date. Detailed mailing instructions are provided in the "Instructions for Transmitting Applications." Applications submitted late will not be accepted. DCOA is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

For additional information regarding this application package and to register for the Pre-Application Conference, please contact Brenda L. Turner, Program and Grants Manager or Aurora Delespin-Jones, Program Analyst of the DCOA Program and Grants Unit, 500 K Street, NE, Washington, D.C. 20002, telephone (202)724-5622.

Sincerely,

John M. Thompson, Ph.D., FAAMA
Executive Director

Applicant Profile

D.C. Office on Aging Fiscal Year 2013 Senior Transportation Services Grant

Applicant Name: _____

Type of Organization: _____

Nonprofit: _____ For Profit: _____ Government: _____ Other: _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

E-mail address: _____

Website URL: _____

D.U.N.S. Number: _____

Tax Identification Number: _____

Service Area: _____

Program Description: _____

Total Program Cost: \$ _____

DCOAGrant Funds Requested: \$ _____

Applicant Funds: \$ _____

Name and Title of Authorized Official

Date

Signature of Authorized Official

Date

**District of Columbia
Office on Aging**

Request for Applications

Fiscal Year 2013 Senior Transportation Services Grant

SECTION I	GENERAL INFORMATION
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The District of Columbia Office on Aging is the single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the welfare of the aged (defined as those persons 60 years of age and older).

Mission

The Mission of the DCOA is to provide advocacy, health, education, employment, and social services to District residents aged 60 and older so they can live longer and maintain independence, dignity, and choice.

Introduction

The Government of the District of Columbia, Office on Aging (DCOA) is soliciting applications from qualified applicants to operate a senior transportation service currently operating as the Washington Elderly Handicapped Transportation Service (WEHTS) located at 2601 18th Street, NE, Washington, D.C. WEHTS provides quality curb-to-curb service for approximately 1,400 District residents age 60 years and older to (1) essential medical and life sustaining appointments, (2) Call-N-Ride taxicab coupon service and (3) Home Delivered Meal (HDM) services transporting weekday and weekend meals for 360 frail seniors. This Request for Application (RFA) seeks an organization(s) to operate the senior transportation service to include the services cited above, plus a fourth (4) component-Transportation to Centers, Sites and Activities. Due to the needs of the target population, the service design should employ innovative/creative approaches that are customer focused, culturally sensitive, accessible, efficient, safe and reliable for low-income seniors and persons with disabilities.

Federal and District of Columbia appropriated funds are available for applicants for program operation(s). There is no matching grant requirement. However, the successful applicant must use program revenue in the implementation of the services.

The successful organization will be responsible for providing coordinated transportation services to meet the unique needs of healthy and frail seniors. In addition, the successful applicant(s) will be responsible for the management and implementation of integrated services that break through barriers for seniors with disabilities; connects seniors to vital benefits and medical appointments through gap-filling affordable transportation services; and enhances physical, social and emotional well-being through connectivity to sites and activities in and around the city.

Priority Program Services

- ❖ Manage and implement a curb-to-curb transportation and escort service to essential and life sustaining medical appointments, to social service benefit agencies.
- ❖ Manage and provide daily transportation for enrolled seniors to adult day, nutrition and wellness centers including scheduled trips to sites and activities.
- ❖ Coordinate reduced rate and gap-filling Call-N-Ride (CNR) transportation services with other local transportation providers e.g., taxicab companies and other transport services for persons with mobility issues who cannot use fixed route transportation. In addition, coordinate and procure transportation service for seniors to DCOA sponsored citywide special events.
- ❖ Coordinate and provide timely transport of weekday and weekend meals for homebound seniors residing in eight city wards.

Target Population

Applicants who apply for this RFA must design and implement services to meet the complex and evolving needs of the city's diverse elderly population, especially older individuals with the greatest economic and/or social needs, with particular emphasis on low-income, minority populations. The target population of primary consideration for this grant is:

- ❖ Seniors aged 60 years and over, residing within the eight wards of the District of Columbia;
- ❖ Seniors with disabilities who are unable to use fixed-route public transportation or are homebound ;
- ❖ Seniors who are isolated and experience economic barriers to transportation as a result of low income levels; and
- ❖ Seniors enrolled in the DC Office on Aging sponsored adult day, senior center, weekday and weekend homebound meal, and congregate nutrition meal site programs.

Eligible Applicant(s)

Any public or private, community-based nonprofit agency, organization, or institution located in the District of Columbia is eligible to apply. For-profit organizations are eligible, but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible public or private nonprofit agencies. All successful applicants shall provide certification indicating that the applicant is a corporation in good standing in the District of Columbia. Applicants must demonstrate compliance with the filing requirements of the District of Columbia tax laws. Applicants must show that taxes due to the District of Columbia Office of Tax and Revenue and the Internal Revenue Service are paid, or compliance with payment agreements with the Office of Tax and Revenue, the Internal Revenue Service and current in payments of all unemployment taxes verified through the DC Department of Employment Services.

Collaborations

Applicants collaborating with other entities to provide services must be identified in the narrative by role, responsibility and financial capacity in the application. A *lead applicant* must be clearly identified and all collaborating entities must provide documents that demonstrate compliance with filing requirements of the District of Columbia tax laws. In addition, taxes due to the District of Columbia Office of Tax and Revenue and the Internal Revenue Service are paid, or comply with payment agreements with the Office of Tax and Revenue and the Internal Revenue Service. Applicant(s) must be current in payments of all unemployment taxes and verified through the DC Department of Employment Services.

Multiple Submissions

Applicants may apply for one or multiple Service Components under this RFA. If applying for multiple service components, a separate and complete application must be submitted for review.

Source of Grant Funding

Funds are made available through Federal grants and District appropriated funds to the DCOA.

Grant Awards

Fiscal Year 2013 grant funds are available for transportation service programs with strong proposals, demonstrated experiences and capacity, and sound fiscal practices and budgets that are reasonable, allocable and measurable.

Program Income and Contributions

There are no matching requirements for this grant. However, applicants shall clearly identify all sources of additional funds used in support of the program. Applicants are advised that DCOA policy guidelines related to use of program income must be adhered to at all times.

Applicants are **strongly advised** to have at least three months of cash to operate the project until monthly reimbursements commence. Applications that do not include proof of operational cash will score low in the Budget and Fiscal Management Criterion (see Section V- Review and Scoring of Application).

Fares and Donations

Customer fares and donations are regarded as program income. Projected fares and donations must be deducted from gross expenses to determine net expenses. The total income is then deducted from the net expenses to determine the amount to be requested in the application.

Cost Sharing

If cost sharing is implemented in a service component, it must be included in the application and approved by the DCOA before it is implemented. Organizations shall not permit cost sharing by a low-income older individual if the income of such individual is at or below the Federal poverty line (Attachment H). Conversely, an applicant organization may exclude from cost sharing low-income individuals whose incomes are above the Federal poverty line. A sliding scale, based solely on individual income and the cost of delivering services must be established. The grantee organization will:

1. protect the privacy and confidentiality of each customer with respect to the declaration or non-declaration of individual income and to any share of costs paid or unpaid by an individual;
2. establish appropriate procedures to safeguard and account for cost share payments;
3. use each collected cost share payment to expand the service for which such payment was given;
4. not consider assets, savings, or other property owned by a customer in determining whether costs sharing is permitted;
5. not deny a service for which funds are received under this grant for an older customer due to the customer's income or their failure to make a cost-sharing payment; and
6. determine the eligibility of customers cost share solely by a confidential declaration of income and with no requirement for verification.

Voluntary Contributions

Voluntary contributions are allowed and may be solicited within established DCOA guidelines that are noncoercive in nature. There shall be no means testing for any services for which contributions are accepted and services should not be denied any individual who does not contribute to the cost of the service.

The successful applicant organization is required to:

1. provide each customer with an opportunity to voluntarily contribute to the cost of the service;
2. establish appropriate procedures to safeguard and account for all contributions; and
3. use all collected contributions to expand the service for which the contributions were given.

In-Kind Contributions

In-kind contributions are the fair market value of noncash contributions received from a third party for goods and services directly benefiting and specifically identifiable to the program.

In-kind contributions must be included as program costs, and the value of the services must be documented. Certain conditions apply for grantees intending to use in-kind contribution allocations. These conditions are as follows:

1. An in-kind valuation plan must be submitted with your application for approval. This plan must be approved in writing before using the in-kind as a funding source for the program.
2. The organization must keep detailed documentation that includes:
3. A written statement from the person or organization providing the goods or services.
4. Signed timesheets must document volunteer hours donated.
5. The fair market value determination of the donated goods or services must be identifiable.

Award Period

The grant award period is October 1, 2013 through September 30, 2014 with continuation years based on the Office on Aging determination of satisfactory progress during the initial phase of the award and availability of funds.

Pre-Application Conference

A pre-application conference is scheduled for May 15, 2013, 10:00 a.m. at 500 K Street, NE Washington, DC 20002. This conference provides an opportunity for applicants to learn more about the application and selection processes, and to ask questions about program service components. Prospective applicants are not required but are strongly urged to attend the pre-application conference. To register for the conference, email aurora.delespin-jones@dc.gov or call 202-724-5622.

Pre-Award Site Visit

After the initial review and scoring of applications, highly ranked applicants recommended for funding by the review panel may be selected for a pre-award site visit and interview. DCOA staff may have questions for applicants and applicants will be provided an opportunity to share greater insight about their program design. Responses will be considered during final determination for funding.

Contact Persons

For further information, contact Brenda L. Turner, Aurora Delespin-Jones or Tiffanie Yates, at the D.C. Office on Aging, 500 K Street, NE, Washington, DC 20002, 202-724-8821 or 724-5622.

SECTION II PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Applicants must only use grant funds to support the District of Columbia FY 2013 Transportation Program Grant and the target population of seniors who reside in the city.

Audits

The DCOA requires all grantees (except District of Columbia agencies and universities) to have an annual audit. The audit must be conducted in accordance with generally accepted auditing standards, the Comptroller General's Standards for Audit of Government Programs Activities and Functions, The DC Office on Aging Audit Guide, and Office of Management and Budget (OMB) Regulation A-133(formally published as Circular A-133).

The District of Columbia Department of Consumer and Regulatory Affairs law requires that any firm or person conducting audits in the District be licensed by the District of Columbia. Grantees are required to schedule and budget for the use of independent auditors. Based on grant terms between the grantee and the DCOA, **the auditor must be a Certified Public Accountant, licensed to practice in the District of Columbia.** Additionally, applicants must include A-133 Audit costs in the budget narrative section.

Records and Reports

The applicant must keep accurate records of activities of the project when delivering services to customers and retain them for a period of three years after the grant ends. Records should be available at the organization's headquarters and available for inspection by DCOA or other District or Federal entities at any time.

The applicant should maintain records reflecting initial intakes, periodic assessments, and ongoing service units provided to each customer. The applicant shall maintain confidentiality of customer records and to the extent possible, the customer must validate all services delivered.

The successful applicant will provide monthly reports of service activity related to the number of transports, deliveries, and persons served. In addition, the successful applicant will provide monthly invoices for services rendered.

Client Services Tracking and Reporting System (CSTARS)

The DCOA administers grants funded through the Older Americans Act (OAA), other federal funds, and District government appropriated funds to provide supportive services to and for the benefit of elderly residents and caregivers of the elderly within the District of Columbia. The DCOA is responsible for reporting project and service related data to the Administration on Aging (AOA) that determines the federal funding level for the District.

CSTARS provides DCOA with a system-wide electronic customer management database and an integrated system of reporting to ensure unduplicated customer counts, timely financial accounting, and accurate service data for utilization review. The successful applicant is expected to have sufficient organizational capacity to ensure accurate data input and management using the CSTARS system to (1) enter monthly unit data, (2) add all customer data and (3) submit monthly invoices.

The District will pay the successful applicant on or before the 30th day after receiving a proper invoice. DCOA will make payments upon receipt of proper invoices at the reimbursement rate stipulated in the Award for services performed less any discount, allowance or adjustment.

Monitoring

DCOA shall monitor and evaluate the performance of the applicant according to the program scope, DCOA Service Standards, related federal and local regulations and policy requirements.

DCOA staff will review all written policies and procedures, staff licenses and certifications, information bulletins, monthly invoices, client service rosters, driver manifest, training, and other source documents applicable to the program. Grant monitors will review monthly reports, contracts, and insurance policies, conduct site visits using DCOA Scorecard instrument, conduct desk audits, and maintain contact with the applicant to assess performance in meeting the requirements of the grant. In addition, DCOA staff will review client information service and financial data submitted through CSTARS.

SECTION III PROPOSAL FORMAT

Applicants are required to follow the format shown below. The purpose and content of each section is described. Applicants should include all information needed to describe their objectives and plans for services. It is important that applications reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrates the level of effort required for the proposed services. Each application must contain the following information.

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, program service area and the amount of grant funds requested.
- **Table of Contents** must list major sections of the proposal with quick reference page indexing.
- **Proposal Abstract** concisely describes the proposed project. It should be written for the public. The abstract should be brief and include the program goal(s), objectives, overall approach (including target population and significant partnerships), anticipated outcomes, time frames and funding amount requested. The abstract should not exceed one page and it will count in the 25-page limitation.
- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be written in a clear, concise manner and must not exceed 25 pages. Generally, the program narrative should address the following criteria. Specific technical scoring criteria are found in Section V.
 - ❖ Needs Assessment that shows social and demographic characteristics of seniors and transportation needs related to the service area the applicant is applying.
 - ❖ Background and Understanding
 - ❖ Project Work which should include:
 - Program goals;
 - Measurable objectives that incorporate coordination among local agency, private and interested organizations for planning, purchasing, training, maintenance or trip coordination; sound program practices and target outcomes, which relate to applicant responsibilities, customer service responsibilities, use of transportation related technology and software and innovative strategies to improve the service;
 - Schedule for community awareness and outreach meetings, education and transportation options and subsidies;
 - Structured Community Outreach Program; and
 - Service evaluation specifying the methodology used and expected outcomes.

❖ **Organizational Capability and Relevant Experience**

- Successful programmatic experiences i.e., external evaluations, summaries of customer surveys, or other objective forms of measurement, number of persons targeted for service, number of one-way trips to be provided and reasonable basis for costs estimates and customer involvement;
- Operational capacity including existing equipment and facility; private sector partners (taxi, bus operations); private nonprofit organizations and companies involved in the project;
- Emergency management coordination and inclement weather Plan (Include in Appendix), service notification to customers; and
- Management experience and abilities, budget and financing, operating capital and future funding, staffing capacity, equipment and ability to timely and accurately meet program reporting requirements such as, completion of required intake data, invoices, reservation and trip routing schedules, driver manifest, fleet maintenance and vehicle replacement records, required data tracking and program progress reports, monthly financial statements and annual audit reports.
- Quality Assurance and Improvement demonstrating services are relevant and suitable to meet the needs of the target population and ongoing systems monitoring and evaluation leads to improved performance and better results.

▪ **Program Budget** summary sheet and budget narrative should address the criteria listed under Budget and Fiscal Management. The budget should clearly demonstrate how funding will support the project over a 12 month period. Budget allocations should clearly align with the goals and objectives to be achieved by the program. Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds. A sample budget summary and narrative is included in Attachment C. Applicants must follow the budget format provided. Budget and budget narrative is not counted in page limit.

❖ **Other Funding**

- Adequately describe existing sources of funds to support and sustain the program. Describe sources for future funding and the expected availability of such funding.
- Identify any service contracts that may be pending or needed that will impact commencement of service delivery.

❖ **Certifications and Assurances** – Certifications and Assurances are not counted in page total. Certifications and Assurances are found in Attachments A and B. Applicant must have complete and signed documents in the application submission.

❖ **Appendices** - Appendices are not counted in the page total. The following required items must be included in the Appendices.

- ❖ Audited financial statement for the year ending September 30, 2011 or December 30, 2012.
- ❖ Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current.
- ❖ Current Certificate of Good Standing from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia.
- ❖ Copy of the organization's current Worker Compensation Insurance Certificate, proof of liability and collision fleet insurance. Successful applicant's insurance coverage must meet the minimal coverage limits described in Attachment E.
- ❖ Name, address, and telephone numbers (both home, work, if available), positions held, ethnicity, and gender of the applicant's current Board of Directors as of the date of the grant application.
- ❖ Minutes of Board of Directors' meeting, signed by the president or secretary of the Board, in which the Board authorized the applicant to submit an application for funding to the DCOA or certification signed by the President or Secretary that the Executive Director has the authority to apply for grants.
- ❖ Indirect rate should be calculated at 10% on the DCOA funded personnel cost.
- ❖ Emergency management coordination and Inclement Weather and Emergency Preparedness Plans include steps for evacuation and sheltering in place at main and satellite program offices. Emergency plans must include a mechanism for identifying high-risk seniors with limited mobility that may need emergency assistance during transport. Additionally, plans must include procedures for handling emergencies during transport.
- ❖ Organization chart showing the structure for the proposed program.
- ❖ Letters of tangible support from collaborating partners and organizations involved in the program. (Current grantees should not submit letters from other organizations in the Office on Aging Senior Service Network.) Please note that letters of support from other individuals should be a separate submission and will not be submitted to the panel for evaluation.)
- ❖ Employee resumes for existing managerial and other staff.
- ❖ Existing and planned job descriptions for each program applied.

The total number of pages for the proposal narrative may not exceed 25 double-spaced pages on 8½ by 11-inch paper. *The entire document must be double spaced-including bullet items.* Margins must be no less than 1 inch and a font size of 12-point is required. Times New Roman, Georgian, Courier, or Arial font is strongly recommended. Pages must be numbered throughout the document. The review panel will not review applications that do not conform to all of these requirements.

SECTION IV PROGRAM SCOPE

The purpose of this Request for Applications is to announce funding availability for qualified applicants to implement transportation service(s) for District residents who reside in the District of Columbia, aged 60 years old and above. The services shall be designed to meet the complex and ever-changing needs of the elderly, especially for individuals with the greatest economic and/or social needs, with particular emphasis on low-income minority elderly.

Specifically, this RFA seeks an organization(s) to design and implement transportation services that feature creative approaches to service delivery, are senior friendly, culturally sensitive, accessible, efficient, safe, reliable, and affordable for lower-income seniors and persons with disabilities.

Primary Service Components

Applicants responding to this Request for Application shall be responsible for delivering the following programs services to the target population in four service component areas.

- ❖ Service Component One: Essential Medical/Life Support Transportation
- ❖ Service Component Two: Transportation to Centers, Sites and Activities
- ❖ Service Component Three: Call-N-Ride Coupon Transportation Program
- ❖ Service Component Four: Transportation of Home Delivered Meals

Services and programs funded by the Office on Aging are comprehensive in nature and scope. The successful applicant must demonstrate ability, at a minimum, to provide the services identified in this application. The DCOA has developed Service Standards for all programs. Successful applicants will review these standards and ensure that applications address these critical mandatory standards. The applicant shall develop program activities that reflect the following service areas.

SERVICE COMPONENT ONE: ESSENTIAL MEDICAL TRANSPORTATION

Essential medical transportation is a specialized curb-to-curb transport service provided to lower income District residents 60 years of age and older in carrying out the activities of daily living. It involves specialized transportation and assistance, provided by trained personnel, in suitable vehicles.

The service objective is to provide transportation to functionally impaired persons so they can achieve and maintain the maximum functioning and independence of which they are capable, in the community.

Services include rides to doctor's offices, pharmacies, social service benefit agencies and other critical daily medical support activities or facilities.

The unit of service for transportation is one one-way trip, provided to one eligible customer (i.e., one-person trip). For example, if the transportation program picks up two eligible customers in the morning, takes them to the doctor, then to the pharmacy, and home, it has provided 6 units of service (2 persons x 3 one-way trips to these people).

Service is available to all eligible residents, subject to available spaces, priorities for services including, lower income, residents 60 years, and older who are disabled and non-ambulatory.

Rider Information

Current ridership averages 6353 trips per month for an unduplicated count of 705 customers. On a typical day, 150 requests for medical appointment transports received are scheduled. The average breakout of riders using mobility devices in a given month is 207 wheelchairs, 324 canes and 194 walkers. Ridership is heavier on Monday, Wednesday and Fridays based on existing scheduled dialysis appointments.

Staffing

The applicant shall employ qualified staff and maintain documentation that staff possesses adequate certifications, training, and competence to perform duties as assigned.

❖ *Key staff for this program include, but are not limited to the positions listed.*

- Project Director
- Fleet Manager
- Dispatcher
- Drivers (CDL and Non-CDL)
- Scheduler
- Administrative Assistant

❖ *Key Staff Training*

Applicants must ensure CPR and First Aid certification, safe/defensive driving, and securing persons using mobility equipment training is current and documented. A copy of the organization's current worker compensation insurance certificate must be included in the appendix section of the application.

To the extent possible, applicant shall ensure that drivers are assigned to the same programs to increase familiarity with seniors and staff.

Applicant Responsibilities

The successful applicant will be responsible for but not limited to the following responsibilities.

Administration and Operations

1. The applicant shall furnish all equipment necessary to perform program services.
2. The applicant shall own and operate a safe, reliable fleet of properly maintained and stored vehicles that comply with the minimal specifications as indicated in Attachment F.
3. The applicant shall ensure that preventive maintenance is regularly conducted and recorded on each vehicle and they are inspected at regular intervals, to ensure safety.
4. The applicant shall ensure a road ready fleet for all weather transportation;
5. The applicant must maintain proper insurance, certifications and licenses related to transportation service provision. (see Attachment E for minimum requirements)
6. The applicant shall hire and maintain properly licensed staff, which is aware of, and sensitive to needs of senior customers.
7. The applicant must maintain, follow, and continually update a training and supervision program to make sure drivers are fully trained, properly supervised, and fully familiar with organization procedures.
8. The applicant must operate between the hours of 7:00 a.m. and 6:00 p.m. on weekdays; and weekends are optional and favorable in scoring.
9. The applicant shall ensure to the extent possible that pickups take place not later than 15 minutes after the scheduled time.
10. The applicant must provide curb-to-curb service.
11. The applicant must provide services in a timely and safe manner with as few blackout dates as possible District holidays optional. See Service Area IV for the District's observed holiday schedule
12. The applicant shall receive and process customer reservations for transports.
13. The applicant may work with other transportation providers to develop services that are reliable and that is accessible.
14. The applicant shall employ best practice strategies that make transportation safe, secure, and reasonably comfortable.
15. All customer records, vehicle records, financial records and agency procedures must be reviewed monthly and more frequently if needed
16. Records must be kept in a secure location to protect customer confidentiality

Customer Service

17. All drivers must be helpful and courteous to passengers at all times.
18. The applicant must maintain a high level of customer service with diverse senior populations.
19. The applicant shall monitor, track and report customer usage, outcome measures, service complaints and evaluations.
20. The applicant shall keep customers aware of changes in services, new policies and procedures and other important ridership options as well as rider subsidy information.
21. The applicant should develop senior friendly service enhancements and innovations that increase access, coordination and ease in using other transportation.
22. The applicant shall provide user-friendly information in language appropriate formats to customers, caregivers, social service and nonprofit agencies about their programs.

Sustainability

23. The applicant shall develop and implement new programs and services to provide other options that address specific unmet needs for seniors with disabilities and lower incomes.
24. The applicant should identify additional funding to support and sustain the program.
25. The applicant will demonstrate sound financial and organizational capacity to operate and sustain program offerings beyond the grant period.

Inclement Weather Policy

The lead agency staff will provide a list of customers who are at the highest critical need of receiving services during inclement weather. The applicant shall make every possible attempt to provide these customers with transportation during inclement weather.

Holiday Policy

Transportation should be provided on alternate schedules when there is a holiday. The official holidays observed by DCOA are:

- ❖ Columbus Day
- ❖ Veterans Day
- ❖ Thanksgiving Day
- ❖ Christmas Day
- ❖ New Year's Day
- ❖ Martin Luther King Jr.'s Birthday
- ❖ Presidents' Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Emancipation Day (If observed by the District government).

SERVICE COMPONENT TWO: TRANSPORTATION TO CENTERS, SITES AND ACTIVITIES

Transportation to centers, sites and activities is a service provided to District residents ages 60 years and older in order to allow these individuals to participate in various programs and activities within city limits. Transportation is limited to activities and services within the beltway and specifically targets participants in the DCOA Senior Service Network programs including geriatric day centers, senior centers, nutrition meal sites and senior wellness centers located citywide. Transportation involves scheduled trips provided by trained personnel in suitable vehicles.

The objective is to provide specialized transportation and assistance to older District residents so they can participate in therapeutic day, nutrition, social, and recreation programs to maintain maximum functioning and independence to which they are capable in a community setting.

Rider Information

The unit of service for transportation to sites and activities is a one-way trip, provided to one eligible enrolled participant (i.e., one person-trip). For example, if the transportation provider picks up 150 eligible participants in the morning, takes them to an appropriate nutrition center for a congregate meal and other site activity and returns them to their homes in the afternoon, it has provided 300 units of service (one-way trips) to these people. If the provider also takes 50 of these eligible participants to and from an activity scheduled by the site (e.g., a special event), it has provided 400 units of service (300+100 one-way trips).

During a typical day, an average of 95 customers might be transported from home to one of four adult day centers. A total of 1,807 transportation services units were averaged during the month for those transported. Additional units can be achieved when transports to sites and other activities are combined. The number and status of daily transports may change subject to weather and participant enrollment counts. See Attachment J for projected listing of adult day, senior and wellness centers participants transported daily.

The citywide Weekend Nutrition Program operates on Saturdays from 10:00 a.m. to 2:00 p.m. at the Washington Seniors Wellness Center located at 3001 Alabama Avenue, SE. Two 16-passenger buses with 2-wheelchair capacity provide round trip transportation for customers across the city from home. The program transports 30 persons on average including three wheelchair customers.

Staffing

The applicant shall employ qualified staff and maintain documentation that staff possesses adequate licensure, training, and competence to perform duties as assigned with a senior friendly approach.

❖ *Key staff for this program may include, but are not limited to the positions listed.*

- Project Director
- Fleet Manager
- Dispatcher
- Drivers (CDL and Non-CDL)
- Administrative Assistant
- Data Entry Clerk

❖ *Key Staff Training*

Applicants must ensure CPR and First Aid certification and safe/defensive driver, securing persons using mobility equipment training is current and documented. A copy of the organization's current worker compensation insurance certificate must be included in the appendix section of the application.

Applicant Responsibilities:

The successful applicant will be responsible for but not limited to the following responsibilities.

Administration and Operations

1. The applicant shall furnish all equipment necessary to perform program services.
2. The applicant shall own and operate a safe, reliable fleet of properly maintained and stored vehicles that comply with the minimal specifications as indicated in Attachment F.
3. The applicant shall ensure that preventive maintenance is conducted regularly and recorded on each vehicle and they are inspected at regular intervals, to ensure safety.
4. The applicant shall ensure a road ready fleet for all weather transportation.
5. The applicant must maintain proper insurance; certifications and licenses related to transportation service provision (see Attachment E for minimum requirements).
6. The applicant shall hire and maintain properly licensed staff, which is aware of, and sensitive to needs of senior customers.
7. The applicant must maintain, follow, and continually update a training and supervision program to make sure drivers are fully trained, properly supervised, and fully familiar with organization procedures.
8. The applicant must operate between the hours of 8:00 a.m. and 4:00 p.m. on weekdays, and 8:00 a.m. to 4:00 p.m. on Saturday, for the weekend congregate nutrition program.
9. Applicant must assign drivers to vehicles and designate service zones.
10. The applicant shall ensure to the extent possible that pickups take place not later than 15 minutes after the scheduled time and customer transports do not exceed a two- hour limit.
11. The applicant must provide curb-to-curb service.
12. The applicant must provide services in a timely and safe manner with as few blackout dates as possible with exception to District holidays. See Service Area IV for District observed holiday schedule.

13. The applicant may work with other transportation providers to develop services that are reliable and that is accessible.
14. The applicant shall employ best practice strategies that make transportation safe, secure, and reasonably comfortable.
15. All customer records, vehicle records, financial records and agency procedures must be reviewed monthly and more frequently if needed
16. Records must be kept in a secure location to protect customer confidentiality

Customer Service

17. All drivers must be helpful and courteous to passengers at all times.
18. The applicant must maintain a high level of customer service with diverse senior populations.
19. The applicant shall monitor, track and report customer usage, outcome measures, service complaints and evaluations.
20. The applicant shall keep customers aware of changes in services, new policies and procedures and other important ridership options as well as rider subsidy information.
21. The applicant should develop senior friendly service enhancements and innovations that increase access, coordination and ease in using the service.
22. The applicant shall provide user-friendly information in language appropriate formats to customers, caregivers, social service and nonprofit agencies about their programs.

Sustainability

23. The applicant shall develop and implement new programs and services to provide other options that address specific unmet needs for seniors with disabilities and lower incomes.
24. The applicant should identify additional funding to support and sustain the program.
25. The applicant will demonstrate sound financial and organizational capacity to operate and sustain program offerings beyond the grant period.

Inclement Weather Policy

The lead agency staff will provide a list of customers who are at the highest critical need of receiving services during inclement weather. The applicant shall make every possible attempt to provide these customers with transportation during inclement weather.

SERVICE COMPONENT THREE: CALL-N- RIDE TRANSPORTATION SERVICE

Call' N' Ride transportation service is a discount fare program provided to lower-income District residents 60 years of age and older in carrying out the activities of daily living. The service provides opportunity to secure rides to doctor's offices, grocery stores, pharmacies, senior centers, meal sites, shopping, church, leisure activities and other social recreational outings Monday through Sundays.

The objective is to provide transportation to an individual that is gap filing or a suitable choice of seniors to decrease isolation, dependence, and keep seniors connected to their communities. Additionally, provide services that are affordable and less restrictive.

Transportation services shall be secured through purchase or subsidy from other service providers at a substantially lower rate than public bus, and taxicab companies. Applicants are strongly encouraged to develop creative service partnerships and approaches to service provision. Customer feedback and involvement in the design is also encouraged to ensure rider satisfaction and to understand particular issues and concerns related to current quality of service.

Rider Information

This is a non-unit service measurable by the number of customers receiving coupon books or other creative approaches to broadening transport options.

Transportation coupons are distributed to seniors upon their request. Rates are based on income and a sliding fee scale is used corresponding with the Health and Human Services Poverty Guidelines see Attachment H. Customer cost for a coupon book may range from \$1.00 up \$36.00 for a book valued at \$40. Priority shall be given to those individuals most socially and economically disadvantaged, with emphasis on lower-income minority elderly.

The current unduplicated customer count is 175 and 900 coupon books were ordered and requested in FY 2012. Most of these participants have mobility issues but are capable of riding in standard vehicles i.e., cars, vans and buses. Less than 5% of current customers require wheel chair transports.

Staffing

❖ *Key staff for this program may include, but are not limited to the positions listed.*

- Program Coordinator
- Administrative Staff
- Outreach Staff

Applicant Responsibilities:

The successful applicant will be responsible for but not limited to the following items.

Administration and Operation

1. The applicant shall identify and obtain safe and reliable transportation at reduced rates.
2. The applicant shall maintain qualified and adequately trained staff sensitive to needs of senior customers.
3. The applicant shall receive and process customer requests for coupon books or scheduled transports.
4. The applicant shall coordinate transportation services for a minimum of 175 seniors to appointments and activities occurring citywide
5. Applicant must coordinate and secure reduced rate rides from other local taxicab, private or public transportation providers.
6. The applicant should assist and advocate for the establishment of services and programs that improve the reliability of fixed-route services.
7. The applicant shall advocate, create and implement innovative approaches to provide additional transportation options.
8. The applicant should provide user-friendly information in an appropriate format to customers, caregivers, social service and nonprofit agencies about the program
9. The applicant must provide proof of sound financial and organizational capacity to operate and sustain program offerings.
10. The applicant shall establish an ongoing process to keep seniors informed and aware of transportation options, as well as, rider subsidy.

Customer Service

11. The applicant must ensure that other service provider drivers are helpful and courteous to customers at all times.
12. The applicant must maintain a high level of customer service with diverse senior populations.
13. The applicant shall monitor, track and report customer usage, outcome measures, service complaints and evaluations.
14. The applicant shall keep customers aware of changes in services, new policies and procedures and other important ridership options, as well as, rider subsidy information.
15. The applicant should develop service enhancements and innovations that increase access, coordination and ease in using other transportation services.
16. The applicant shall provide user-friendly information in language appropriate formats to customers, caregivers, social service and nonprofit agencies about their programs.

Sustainability

17. The applicant shall develop and implement new programs and services to provide other options to address specific unmet needs for seniors with disabilities and lower incomes.
18. The applicant should identify additional funding to support and sustain the programs.
19. The applicant will demonstrate sound financial and organizational capacity to operate and sustain program offerings beyond the grant period.

SERVICE COMPONENT FOUR: TRANSPORTATION OF WEEKDAY AND WEEKEND HOME DELIVERED MEALS SERVICE

Transportation of weekday and weekend home delivered meals is a service that transports pre-plated meals to homebound District residents 60 years and older, by qualified personnel in suitable vehicles, in order to improve or maintain nutritional status. The program objective is to provide safe and reliable delivery of a nutritious mid-day meal to improve or maintain nutritional status and to maintain maximum function and independence of a homebound individual.

The successful applicant will deliver meals consisting of hot and cold foods, inclusive of condiments and general supplies to 360 individual homebound customers residing throughout all wards of the city, and in buildings where congregate nutrition programs are nonexistent. Using properly designed vehicles. Meals must be delivered four times per week on Mondays Wednesdays, Fridays and Saturdays in a manner consistent with the service standard for home-delivered meals. The service unit for home-delivered meals is one complete meal, as prepared and delivered by the DCOA food service contractor, delivered to one eligible customer.

Staffing

Key staff for this program may include, but are not limited to the positions listed.

- ❖ Program Coordinator
- ❖ Drivers (4-6)
- ❖ Jumpers (4-6)
- ❖ Administrative Assistant

Applicant Responsibilities:

The successful applicant will be responsible for but not limited to the following responsibilities.

Administration and Operations

1. The applicant shall furnish all equipment necessary to perform meal delivery services.
2. The applicant shall own and operate appropriate, properly maintained and stored vehicles.
3. The applicant shall ensure that preventive maintenance and vehicle inspections are regularly conducted and recorded.
4. The applicant shall ensure a road ready fleet for all weather transportation.
5. The applicant must maintain proper insurance; certifications and licenses related to transportation of food.
6. The applicant shall hire and maintain properly licensed and trained staff, which is aware of, and sensitive to needs of senior customers.
7. The applicant shall deliver up to 360 meals for weekday and weekend customers see Attachment I.
8. The applicant must identify and provide mapping software for meal delivery routes.

9. The applicant shall ensure that all vehicles are checked daily, cleaned at least weekly and more often if needed with at least two additional vehicles identified as back up.
10. The applicant shall provide all drivers with uniforms.
11. The applicant shall pack food in carriers, designed to retain food temperature, no more than 30 minutes prior to the departure time from the facility.
12. The applicant's driver shall load food into vans and check with the Supervisor before leaving the facility for status updates.
13. The applicant must ensure that meals consisting of hot and cold foods remain in separate hot and cold compartments until delivered; and meals shall be separately packaged for each individual customer. Cold foods shall be bagged or boxed as individual meals.
14. The applicant should call ahead to give the client ample time to answer the door if it is noted in Quickbase that the client needs additional time to accept the meal, and a number is provided.
15. The applicant shall ensure all meals are ready for delivery by 9:00 a.m. and no later than 9:30 a.m. and delivery occurs between the hours of 9:00 a.m. and 1:30 p.m. to customer's homes on scheduled days.
20. The applicant shall advise the lead agency of delivery results on a weekly basis via Quickbase, or more often if deemed necessary.

Customer Service

21. All drivers must be helpful and courteous to passengers at all times.
22. The applicant must maintain a high level of customer service with diverse senior populations.
23. The applicant shall monitor, track and report on delivery activities, outcome measures, and service complaints.
24. The applicant shall keep customers aware of changes in services, new policies and procedures and other important ridership options as well as rider subsidy information.
25. The applicant shall provide user-friendly information in language appropriate formats to customers, caregivers, social service and nonprofit agencies about their programs.

Sustainability

26. The applicant should identify additional funding to support and sustain the programs.
27. The applicant will demonstrate sound financial and organizational capacity to operate and sustain program offerings beyond the grant period.

Meal Delivery Information

The DCOA funds lead agencies to supervise homebound meal services and to coordinate requests and receipt of meals and supplies with the DCOA and its foodservice contractor. Lead agencies assess customers, determine eligibility, maintain accurate customer information and report delivery changes in Quickbase, an internet based system designed for tracking daily changes conveying information to efficiently manage homebound meal deliveries. Lead Agencies must make meal requests two days in advance (by 1:00 p.m.) to DCOA to ensure preparation and schedule delivery.

Packaging and compliance Monitoring

The applicant shall ensure hot and cold foods are separately packaged at all times. Food must be placed in clean insulated containers in accordance with the District of Columbia, Department of Health (DOH) guidelines. Necessary measures must be used to prevent spillage inside food carriers when in route to customers.

The successful applicant shall permit on-site inspection of vehicles, records and internal utilization review documentation by the DCOA grant monitor and shall permit direct observation of services to customers.

Delivery Schedule

Prepared meals must be delivered to 360 homebound customers at their homes on Mondays, Wednesdays, Fridays and Saturdays. Meal deliveries must occur between 9:00 a.m. and 1:30 pm.

When holidays fall on a Monday, two (2) meals will be delivered on Tuesday (one hot and one cold) and (2) meals on Thursday; there will be no Friday delivery. When holidays falls on any day other than Monday, the successful applicant must coordinate delivery service with the DCOA foodservice contractor and inform the DCOA grant monitor of a proposed adjusted delivery schedule.

Client Not Receiving Meals

1. The lead agency, Case Manager, should contact the applicant headquarters when a customer has not received meals or if there is a problem with the driver and/or the delivery route.
2. If the meal recipient has not received delivery within two (2) days of the initial request the lead agency staff should contact the home delivered meals coordinator for follow-up.
3. The lead agency may place a customer on temporary "Hold" by submitting the meal request form through the Quickbase system. All holds should be processed within one to two working days.
4. If the driver cannot deliver a meal on two or more consecutive attempts, then the Lead Agency will be notified via Quickbase to follow up with the client. The successful applicant shall place the customer on "Hold" until the lead agency submits a Request Form to resume service.
5. Customer termination will be processed within 1-2 working days.
6. If a customer is not home at time of delivery, driver shall post a "Miss You" card on their door. If the driver is called within 10 minutes, an attempt shall be made for a second

delivery. If not contacted within the specified period, the meal is given to another accepting customer on the driver's route.

Quality Control Assessment

On a weekly basis, the successful applicant shall conduct telephone reassurance calls to customers in order to receive feedback and shall perform a quality assessment of its performance. This shall include a review of deliveries, driver to customer interaction, and recordkeeping. The results shall be reported to DCOA and lead agencies.

Inclement Weather Policy

The lead agency staff will provide a list of customers who are at the highest critical need of receiving a home delivered meal. The applicant shall make every possible attempt to provide these customers with meals during inclement weather.

Customers should be periodically reminded to keep extra food in their homes if a meal is not delivered and to contact their social service worker in the case a meal delivery is missed.

Holiday Policy

The applicant shall deliver holiday meals on an alternate schedule. If a holiday occurs on a Monday or Wednesday, the schedule shall be changed to Tuesday and Thursday. No meals will be delivered on federal observed holidays.

Meals will not be delivered on the following holidays:

- ❖ Columbus Day
- ❖ Veterans Day
- ❖ Thanksgiving Day
- ❖ Christmas Day
- ❖ New Year's Day
- ❖ Martin Luther King Jr.'s Birthday
- ❖ Presidents' Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Emancipation Day (If observed by the District government).

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review Panel

A qualified review panel will conduct a technical review of all applications. The panel will include experts in the field of transit, human services, senior advocates, private providers, disabilities and low income issues. The review panel will read and score each applicant's proposal, and make recommendations to the executive director for funding based on the review process. The executive director for the Office on Aging shall make the final funding determinations.

Review Panel Process

External Review

An external panel will participate in a training session prior to commencing work. The panel will evaluate the applications and make funding recommendations to the executive director. Review panel recommendation for funding is based on the competitive selection criteria listed.

Internal Review

After initial review and scoring of the applications by the external panel, agency staff to determine the programmatic and fiscal soundness of the application will conduct an internal review. Staff will certify that the information presented meets the mission goals and policy requirements of the agency. DCOA may have questions for the applicants. Applicants will be provided with these questions in writing and will have the opportunity to respond in writing. Applicants' written responses will factor into the final funding recommendations presented to the executive director for determination.

Technical Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria listed below.

Background and Understanding (Total 10 Points)

1. Demonstrated knowledge of the Older Americans Act of 1965, as amended and DC Law 1-24, establishing the D.C. Office on Aging, and other laws, policy and regulations affecting the target population. (3 points)
2. Demonstrated knowledge about the service needs of the target population. (7 points)

Technical Soundness of the Proposal (Total 20 Points)

1. The proposed work plan incorporates a strong program service model, and activities result in the accomplishment of the project objectives, including client services and transportation responsibilities. The applicant identified the number of individuals to be served, the service units to be provided, available equipment, and operating space, and measurable outcomes specifying the evaluation methodology to be used in the service component. (10 points)
2. The applicant demonstrated the ability to provide the required services in the designated service component. The goals, objectives and outcomes of the program are clearly defined, measurable and time specific. Applicant addresses new and innovative features, enhancements or program expansions and addresses rider feedback and plans to address complaints. (10 points)

Organizational Capability and Relevant Experience (Total 35 Points)

1. The applicant demonstrated the ability, knowledge, and experience to manage transportation services on a large scale relevant to the services provided and the target population. (10 points)
2. The applicant demonstrated its collaboration with other service providers, community-based organizations, and the community at large. Applicant clearly identifies specific roles and involvement of partners in serving the target population related to purchasing, vehicle sharing, dispatching, scheduling, maintenance, trip coordination or training. (8 points)
3. The applicant demonstrated its successful programmatic performance in prior District government, Federal government, or other organizational grants specific to the service component applied by providing copies of external evaluations, summaries of customer service surveys, or other objective forms of measurement. Additionally, applicant provides plan and methodology for assessing quality assurance and improvement related to the service(s) provided. (4 points)
4. The applicant demonstrated capacity and provides sufficient evidence of resources e.g., appropriate equipment, space, storage facility, insurance coverage, repair and maintenance records, current certificates and licensees required to operate and sustainability beyond the grant period. (9 points)
5. The applicant demonstrated management capacity, staff, and technology to timely and accurately meet program-reporting requirements such as completion of required enrollment data, reservations processing, scheduling, route mapping, language appropriate materials, invoices, and CSTARS required data and reports. (4 point)

Budget and Fiscal Management (Total 35 Points)

1. The applicant provided evidence of sound fiscal management and financial stability through the submission of annual audits, annual financial statements, and certifications from the District's Office of Tax and Revenue and Department of Employment Services. (5 points)
2. The applicant demonstrated possession of three-months operating funds available at program start up; and describes continuing funding strategies, sources and dates of expected funds availability. (10 points)
3. The applicant provided evidence of an established accounting system with policies and procedures that reasonably assures internal control is maintained in managing funds. (5 points)
4. The applicant provided an accurate, clear and complete budget, including a detailed budget narrative that is reasonable, allocable and clearly aligns with project service objectives to be achieved. (15 points)

Decision on Awards

The review panel's recommendation is advisory and not binding on the determination of the successful applicant. The final decision on funding is vested solely with the Executive Director. Consideration will be impacted by panel reviews, recommendations, and site visit and interview findings.

SECTION VI INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

An original and five (5) copies of the application must be submitted in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2013 District of Columbia Office on Aging Senior Transportation Services Grant Request for Application." Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Electronic, telephonic, telegraphic and facsimile submissions **will not be accepted**.

Applications Delivered by Mail

An application sent by mail must be addressed to the District of Columbia Office on Aging, in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2013 District of Columbia Office on Aging Senior Transportation Services Grant Request for Application" 500 K Street, NE, Washington, DC 20002. Applications sent by mail must be mailed in time to allow the application to reach the D.C. Office on Aging by the deadline date.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Government of the District of Columbia

If an application is sent through the U.S. Postal Service, the following are not acceptable proofs of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office. Applicants are encouraged to use registered or at least first-class mail.

Applications Delivered by Hand/Courier Service

An application that is hand delivered must be taken to the District of Columbia Office on Aging, 500 K Street, NE, Washington, DC, 20002 between 8:45 a.m. and 4:30 p.m. daily, except Saturdays, Sundays and Federal holidays. The application should be in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2013 District of Columbia Office on Aging Senior Transportation Services Grant Request for Application." In order for an application sent through a Courier Service to be considered timely, the Courier Service must deliver the application on or before the deadline date and time.

Applications are due no later than **4:30 p.m., EDT, on June 10, 2013**. All applications will be recorded upon receipt. Applications **will not be accepted after 4:30 p.m. EDT**, June 10. Any additions or deletions to an application will not be accepted after the deadline.

An original (clearly marked) and five copies, for a total of six (6) copies **must be** delivered to the following location:

**District of Columbia Office on Aging
500 K Street, NE
Washington, DC 20002**

LATE APPLICATIONS WILL NOT BE ACCEPTED

The Office on Aging will not accept responsibility for delays in the delivery of the proposals.

Checklist for Applications

- ☐ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one-inch margins.
- ☐ The Applicant Profile contains all the information requested.
- ☐ The application contains a Table of Contents.
- ☐ The proposal abstract is complete and does not exceed 1-page limit for this section of the application.
- ☐ The applicant organization/entity has responded to all sections of the Request for Application.
- ☐ Relevant performance evaluations, emergency plans, letters of tangible support and collaboration is attached.
- ☐ The program budget is complete, including budget summary page and narrative.
- ☐ The program narrative section is complete and is within the 25-page limit for this section of the application.
- ☐ The Certifications and Assurances listed in Attachments A and B are complete and signed by an authorized representative of the applicant organization.
- ☐ The appropriate appendices, including certifications, staff qualifications, individual resumes, licenses, Board minutes, financial certification documents and other supporting documentation are enclosed.
- ☐ There are five (5) copies of the proposal plus the original, which is clearly marked. Applications should not be bound or stapled instead use large binder clips
- ☐ The application is submitted with two completed original receipts, found in Attachment D, attached to the outside of the envelopes or packages.

Additional Information for Successful Applicants

The following guidance documents are required for each successful applicant and may be obtained from the Office on Aging, the U.S. Administration on Aging website (www.aoa.gov) or DC Department of Transportation website (ddot.dc.gov):

Older Americans Act of 1965, as amended and appropriate regulations;

D.C. Law 1-24, as amended;

D.C. Office on Aging State Plan (relevant portions only);

D.C. Office on Aging Audit Guide; and

DC Department of Transportation 5310 Program.

DC Office on Aging Strategic Plan

DC Office on Aging Needs Assessment

SECTION VII. LIST OF ATTACHMENTS

- | | | |
|---|---------------------|---|
| • | Attachment A | Certifications |
| • | Attachment B | Assurances |
| • | Attachment C | Sample Budget Summary and Narrative |
| • | Attachment D | Applicant Receipt Form |
| • | Attachment E | Insurance Specifications |
| • | Attachment F | Equipment Specifications |
| • | Attachment G | Adult Day and Senior Center Listing |
| • | Attachment H | 2012 Poverty Guidelines |
| • | Attachment I | Home Delivered Meal Routes |
| • | Attachment J | Participant Enrollment Ridership Status |



DISTRICT OF COLUMBIA OFFICE ON AGING

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS
AND LOBBYING

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 74.13, 2 CFR Part 180 "Government Debarment and Suspension (Non-procurement)"; 45CFR Part 82 "Government-wide Requirements for Drug-Free Workplace"; and 45 CFR Part 93 "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the District of Columbia Office on Aging determines to award the covered transaction, grant, or cooperative agreement.

*1. Debarment, Suspension, and
Other Responsibility Matters*

As required by Executive Order 12549 and 12689 Debarment and Suspension, and implemented at 45 CFR 74.13 and 2 CFR 215.13, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180 Subpart C.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been

convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses

enumerated in paragraph(1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610 --

A. The grantee certifies that it will maintain a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to: Executive Director, District of Columbia Office on Aging, 441 4th Street, N.W., Washington, D.C. 20001. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Place of Performance: _____
Address: _____
Address: _____
City: _____
State: _____
Zip Code: _____
County: _____

☐ Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610 (A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to: Executive Director, District of Columbia Office on Aging, 500 K Street, NE, , Washington, DC 20001. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

3. LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant, cooperative agreement or contract over \$100,000, or loan, or loan guarantee over \$150,000, as defined at 45 CFR Part 93, Sections 93.105 and 93.110 the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to

influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any

person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned certifies, to the best of his or her knowledge and belief, that: if any funds have been paid or will be paid to any person

for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the

United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure

Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the

required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT: _____
AWARD NUMBER AND/OR PROJECT NAME: _____
SIGNATURE: _____
DATE: _____

Attachment B

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office on Aging



ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 215, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. It will give the sponsoring agency of the District of Columbia, the DC Office of Inspector General, the DC Attorney General, the U.S. Department of Health and Human Services/Administration on Aging, Office of Inspector General, and or the Comptroller General of the

United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

6. It will comply with all requirements imposed by the DC Office on Aging concerning special requirements of law, program requirements, and other administrative requirements.
7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Office on Aging of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
9. It will assist the Office on Aging in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. Seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
10. It will comply with the provisions of 45 CFR applicable to grants and cooperative agreements: Part 80, Nondiscrimination under programs relieving Federal assistance through the Department of Health and Human Services effectuation of Title VI of the Civil Rights Act of 1964; Part 74 as applicable under Section 74.5, Part 82 government wide requirements for Drug Free Workplace; and Federal laws or regulations applicable to Federal Assistance Programs.

11. It will comply, and all its contractors will comply, with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Health and Human Services Regulations, 45 CFR Part 80 Subparts C, D, E and G; and Department of Health and Human Services regulations on disability discrimination, 45 CFR Parts 80, 84, 90, and 91.
12. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the DCOA and Office for Civil Rights, Office of Health and Human Services.
13. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will coordinate with other available resources in the target area, i.e. Health Facilities, Public Libraries, Colleges and Universities and develop agreements with educational institutions outlining courses available to seniors either without cost or at a discount.
16. It will adhere to Office on Aging Policy Memorandum 01-P08, Continuation Application Instructions for Office on Aging Grantees Receiving D.C. Office on Aging and Medicaid for the Same Service, as applicable, and to Office on Aging Policy Memorandum 02-P07, Approval for Key Personnel, as applicable
17. It will comply with the DCOA Grants Policy Manual and the "General terms & Conditions".
18. It will give priority in hiring to D.C. residents when filling vacant positions.
19. It will give priority in hiring to individuals age 55 and over.
20. It will adhere to the D.C. Office on Aging mandate that all participant travel, for reimbursement purposes, will not extend beyond the 20-mile radius limit of the Washington Beltway surrounding the District of Columbia except where specifically provided under the grant or approved in advance in writing by DCOA.
21. It will submit all reports, i.e., Monthly Comprehensive Uniform Reporting Tool (CURT), (including NAPIS information, if applicable), the Monthly and Quarterly Financial Reports in a timely manner, and not later than the monthly due date.

22. It will ensure that client intake forms are completed annually in the DCOA Client Information Management System including information on age, gender, ethnicity and poverty status.
23. It will ensure that all applicable logs regarding services provided, including services specifically for caregivers under the National Family Caregiver Support Program are maintained according to the terms and conditions of the grant.
24. It will ensure that the grantee is represented by the Project Director or another comparable level staff member at monthly Office on Aging-sponsored Project Director meetings.
25. It will submit an inventory listing of all equipment purchased in whole or in part with Office on Aging funds. Further, it will comply with the requirement that all equipment purchased with D.C., Office on Aging funds will be labeled as property of DCOA and will not be disposed of, i.e., transferred, replaced or sold, without prior approval from the Office on Aging.
26. It will include on all stationery, publicity and promotional material and related written, electronic and oral communications the following identifier:



Part of the Senior Service Network
Supported by the D.C. Office on Aging.

It will include in the written descriptions and verbal presentations of services funded by the Office on Aging, that the programs and services are provided in partnership with the Office on Aging, in accordance with OoA Policy Memorandum 02-P05, Acknowledgement of Office on Aging Financial Support.

**As the duly authorized representative of the applicant,
I hereby certify that the applicant will comply with the above assurances.**

1. Grantee Name and Address

2. Project Name

3. Typed Name and Title of Authorized Representative

4. Signature of Authorized Representative

5. Date

Attachment C

**D.C. OFFICE ON AGING
FY 2013 BUDGET SUMMARY SHEET**

Program Service Component: _____

BUDGET CATEGORIES	SOURCE		TOTAL BUDGET
	Grantee Share	DC Office on Aging Share	
1. PERSONNEL			
(a)Salary			
(b)Fringe @ ____ %			
2. TRAVEL			
3. OCCUPANCY			
4. COMMUNICATIONS			
5. EQUIPMENT			
6. SUPPLIES			
7. OTHER DIRECT			
8. TOTAL DIRECT COSTS			
9. INDIRECT COST @ 10 % OF TPC *			
10. TOTAL PROJECT COSTS			

* Total DCOA Personnel Cost

PERSONNEL

Project Director. The Project Director will oversee all aspects of the grant. Responsibilities will include ensuring that budget and timetable targets are met, selecting contractors, putting together an advisory committee, preparing project reports, working with evaluation consultant to develop the project evaluation, and supervising the project staff. The Project Director will work 25% of the time for 12 months. Based on an annual salary of \$60,000, the cost to the project will be \$60,000.

DCOA Funds: \$60,000

LOCAL Funds: \$0

Total: \$60,000

Administrative Assistant. The Administrative Assistant receives all incoming correspondence, fields all calls and greet customers at point of entry. Maintain paper documentation and electronic information in orderly systems. Supports staff, maintain supply inventory and schedules for each of the 7 nutrition meal sites. The assistant assigned 100% of the time to the project for 12 months with an annual base salary of \$24,000. The total cost with benefits @ 100% will be \$26,400.

DCOA Funds: \$8,000

LOCAL Funds: \$18,400

Total: \$26,400

Total DCOA Funds: \$68,000
Total Matching Funds: \$18,400
Total Personnel Cost: \$86,400

SUPPLIES

Office supplies will be purchased to carry out general administration and program activities. Supplies will be purchased on a quarterly basis for the program year. Incidental supply needs will be handled through emergency funds. A general list is attached, however, the supplies will include, paper, cartridges, toner, computer software, binders, stationary, water, books.

DCOA Funds: \$2,000

LOCAL Funds: \$22,000 Total: \$24,000

Total DCOA Funds: \$2,000
Total Matching Funds: \$22,000
Total Supply Cost: \$24,000

EQUIPMENT

Four personal computers will be purchased installed at each of 3 sites for computer training. Each computer will be equipped with a high-speed modem and a CD-ROM drive and will cost \$24,000.

DCOA Funds: \$4,000

LOCAL Funds: \$20,000

Total: \$24,000

A GreatServer 2000 network server will be located at the project headquarters. The server will be the repository of the program client information files and will manage the electronic mail communication among the sites. The server will be configured with a 1 GB hard drive, 32 MB of RAM, and will have a magnetic tape drive for backup purposes. Cost: \$14,498.

DCOA Funds: \$7,249

LOCAL Funds: \$7,249

Total: \$14,498

Total DCOA Funds: \$11,249

Total Matching Funds: \$27,249

Total Equipment Cost: \$38,498

Travel

Travel funds will be used to support social worker travel to conduct in-home assessments, screenings, and nutrition counseling sessions with homebound customers. Staff will receive reimbursement at .505 for mileage. 700 miles x .505 per mile = \$353.5

DCOA Funds: \$ 0

Local Funds: \$353.5

Total: \$353.5

Public transportation to attend meetings, conferences and other work related activities will be support through the use of Metrorail passes. 75 trips@ \$1.35 per trip - \$101.25

DCOA Funds: \$ 0

Local Funds: \$101.25

Total: \$101.25

Call-N-Ride coupons will be purchased for alternative emergency transportation needs for seniors when WEHTS is unable to accommodate an essential care appointment.

DCOA Funds: \$ 0

Local Funds: \$240

Total: \$240

IN-KIND CONTRIBUTION: Memorandum of Understandings exists with Joseph Property Management for one meal site estimated @ \$120.00 month per the current market renter's rate for the area. Total annual in-kind space agreement is \$1,440 per annum.

DCOA Funds: \$0

Local Funds: \$1,440 Total: **\$1,4410 in-kind**

Total DCOA Funds: \$42,000

Total Local Funds: \$10,775

Total Occupancy Cost: \$52,775

Total In-kind: 1,440

Other Directs

Blank Check Food Service Contract provides specialty meals for birthday center events = \$400

Transportation Services for meals – flat rate cost for transportation of meals to sites from caterer Monday through Friday for 52 weeks = \$15,000

Employee Background Checks -Expenses for 85 new employee background checks at \$30.00 each = \$2,550

Copier Contract - annual service contract on cannon copier = \$2,500

Exercise Consultant- Consultant provides 26 exercise sessions annually not to exceed two 2 hour sessions per month for 12 months @ \$269.23 per mo. = \$7,000

DCOA Funds: \$23,332

Local Funds: \$4,118 Total: \$27,450

Total DCOA Funds: \$ 23,332

Total Local Funds: \$4,118

Total Other Directs Cost: \$27,450

INDIRECT COSTS

Administrative Clerical Pool - 2 staff @ \$12.00/ hr. x 1040 hrs. ea. = \$24,960

Facilities supplies and janitorial support services 12 mos. x \$150 =\$1,800

Accountant consultant: not to exceed 192 hrs. @ 20.00/ hr = \$3,840

Total Personnel Cost @ 7,000

DCOA Funds: \$37,600

Local Funds: \$ 0 Total: \$37,600

Total DCOA Funds: \$37,600

Total Local Funds: \$0

Total Indirect Costs: \$37,600

TOTAL FY 2010 GRANT PROGRAM FUNDING

Total DCOA Grant Award Funds: \$187,881.00
Total Local Cash Funds: \$83,536.75 @ 31% of total grant
Total Local In-Kind Funds: \$1,440
Total Program Grant: 272,857.75

LOCAL CASH SOURCE OF FUNDS

FUND SOURCE	AMOUNT	COST ALLOCATION	PURPOSE
GSAP Grant:	\$7,249	Equipment	GreatServer purchase
Participant Contributions:	\$ 240	Travel	Purchase of Call-N-Ride coupons
Participant Contributions:	\$ 300	Travel	Bus rental for trips

NOTE: In FY 2013, all in-kind cash *must be certified* by letter from the funder indicating: (1) amount of funding, (2) disbursement date, and (3) authorization for use of funds.



Office on Aging
Fiscal Year 2013 Senior Transportation Program
Grant Application Receipt

THE D.C. OFFICE ON AGING IS IN RECEIPT OF A GRANT APPLICATION FROM:

(Organization Name)

(Address, City, State, Zip Code)

(Program Title)

Contact Person

Telephone/Fax

E-mail

D.C. OFFICE ON AGING USE, ONLY

Application Submission Date: _____

Time Received _____

Number of Copies Received: Original _____ Copies _____

Received by: _____

ATTACHMENT E

INSURANCE SPECIFICATION

- A. GENERAL REQUIREMENTS. _____ (grantee name) shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. _____ (grantee name) shall have its insurance broker or insurance company submit a Certificate of Insurance to the DCOA giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the DCOA. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. (grantee name) shall require all of its subcontractors to carry the same insurance required herein. _____ (grantee name) shall ensure that all policies provide that the DCOA shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. _____ (grantee name) shall provide the DCOA with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. (grantee name) shall Provide evidence satisfactory to the DCOA with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia, as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. (grantee name) shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
2. Automobile Liability Insurance. (grantee name) shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage. The policy coverage shall include the District of Columbia Government as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation.

3. Workers' Compensation Insurance. (grantee name) shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. (grantee name) shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

- B. DURATION. (grantee name) shall carry all required insurance until all grant work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. CONTRACTOR'S PROPERTY. (grantee name) and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. (grantee name) shall include all of the costs of insurance and bonds in the contract price.
- F. NOTIFICATION. (grantee name) shall immediately provide the DCOA with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the DCOA.
- G. CERTIFICATES OF INSURANCE. (grantee name) shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to the program monitor.

ATTACHMENT F

Equipment Specifications

Boilerplate for Standard Equipment for All Vehicle Acquisitions

The vehicles will be supplied with all equipment and accessories indicated as standard equipment (fleet) in the manufacturer's published literature and required equipment indicated in the contract. Upgrades required by manufacturer's changes during the contract are to be incorporated at no cost to the purchaser. Contract required equipment and contract bid options are to be factory equipment and factory installed, when available. This includes but is not limited to radios, cruise control, bumpers, trim panels, towing packages, and tires. If any equipment is to be dealer install, bidder must so indicate on bid and be prepared to provide warranty support of at least 1 year at no cost to the purchaser.

Additional Standard Equipment Listing:

1. Hands Free Phone Speaker System (If Available) (N/A)
2. Power Windows, Mirrors, Doors locks, Power Seats
3. Safety Taping and Wide Angle Mirror Treatment,(per District Safety guidelines) (N/A)
4. Traction Control (whenever available)
5. Optional Airbag System (whenever available)
6. Low Tire Monitors
7. Back up Warning System
8. Full Fuel and Lubricants
9. One Set of Manuals or CD plus Part Manual or CD (N/A)
10. Updated Software (for repair and diagnosis when required) (N/A)
11. Full Size spare
12. Vinyl Seats
13. All Regular Cabs must have 8 foot Bed with Spray on Liner (If Available) (N/A)
14. All Crew Cabs must have 6 foot Bed with Spray on Liner (If Available) (N/A)
15. EJ Ward Canceiver Fuel Management System (N/A)
16. FOB @ FMA 1725 15th st NE Wash. DC (N/A)
17. Standard Tire Size (Chassis Application)

ATTACHMENT G

Adult Day and Senior Center Listing

Adult Day Centers

Center Care Day Treatment Program **Ward 5**
2601 18th Street, NE, DC 20018

Downtown Cluster's Day Care Center **Ward 2**
Asbury Methodist Church
926 11th Street, NW, DC 20001

Genevieve N. Johnson Senior Day Care Program **Ward 4**
4817 Blagden Avenue, NW, DC 20011

Isabella Breckinridge Center **Ward 3**
4125 Albemarle Street, NW, DC 20016

LEAD AGENCIES

Terrific, Inc
1222 T Street, NW, DC 20009
Target Service Area: **Ward 1**
Congregate Meal Sites: 6

Family Matters of Greater Washington
1507 9th Street, NW, DC 20036
Target Service Area: **Ward 2**
Congregate Meal Sites: 6

IONA Senior Services **Ward 3**
4125 Albemarle Street, NW, DC 20016
Congregate Meal Sites: 2

Terrific, Inc.
1222 T Street, NW, DC 20009
Target Service Area: **Ward 4**
Congregate Meal Sites: 6

Seabury Aging Services
2900 Newton Street, NE, DC 20018
Target Service Area: **Ward 5**
Congregate Meal Sites: 8

Family Matters of Greater Washington
1318 H Street, NE, DC
Target Service Area: **Ward 6**
Congregate Meal Sites: 6

East River Family Strengthening Collaborative
3917 Minnesota Ave., NE 20019
Target Service Area: **Ward 7**
Congregate Meal Sites: 3

Family Matters of Greater Washington
4301 9th Street, SE, DC 20032
Target Service Area: **Ward 8**
Congregate Meal Sites: 5

WELLNESS CENTERS

Congress Heights Senior Wellness Center **Ward 8**
3500 Martin Luther King Jr. Avenue, SE, D.C. 20032
(202) 563-7225

Bernice Elizabeth Fonteneau Wellness Center **Ward 1**
3531 Georgia Avenue, NW, D.C. 20010
(202) 727-0338

Model Cities Senior Wellness Center **Ward 5**
1901 Evarts Street, NE, D.C. 20018
(202) 635-1900

Hattie Holmes Senior Wellness Center **Ward 4**
324 Kennedy Street NW D.C. 20011
(202) 291-6170

The Washington Seniors Wellness Center **Ward 7**
3001 Alabama Avenue SE, D.C. 20020
(202) 581-9355

Hayes Senior Wellness Center **Ward 6**
500 K St. NE, DC 20002
(202) 727-0357

2012 Health and Human Services Poverty Guidelines

ASPE.hhs.gov



U.S. Department of Health & Human Services

2012 HHS Poverty Guidelines

One Version of the [U.S.] Federal Poverty Measure

[[Federal Register Notice, January 26, 2012 — Full text](#)]

[[Prior Poverty Guidelines and Federal Register References Since 1982](#)]

[[Frequently Asked Questions \(FAQs\)](#)]

[[Further Resources on Poverty Measurement, Poverty Lines, and Their History](#)]

[[Computations for the 2012 Poverty Guidelines](#)]

There are two slightly different versions of the federal poverty measure:

- The poverty thresholds, and
- The poverty guidelines.

The **poverty thresholds** are the original version of the federal poverty measure. They are updated each year by the **Census Bureau** (although they were originally developed by Mollie Orshansky of the Social Security Administration). The thresholds are used mainly for **statistical** purposes — for instance, preparing estimates of the number of Americans in poverty each year. (In other words, all official poverty population figures are calculated using the poverty thresholds, not the guidelines.) Poverty thresholds since 1973 (and for selected earlier years) and weighted average poverty thresholds since 1959 are available on the Census Bureau's Web site. For an example of how the Census Bureau applies the thresholds to a family's income to determine its poverty status, see "How the Census Bureau Measures Poverty" on the Census Bureau's web site.

The **poverty guidelines** are the other version of the federal poverty measure. They are issued each year in the *Federal Register* by the **Department of Health and Human Services (HHS)**. The guidelines are a simplification of the poverty thresholds for use for **administrative** purposes — for instance, determining financial eligibility for certain federal programs. The Federal Register notice of the 2012 poverty guidelines is available.

The poverty guidelines are sometimes loosely referred to as the “federal poverty level” (FPL), but that phrase is ambiguous and should be avoided, especially in situations (e.g., legislative or administrative) where precision is important.

Key differences between poverty thresholds and poverty guidelines are outlined in a table under [Frequently Asked Questions \(FAQs\)](#). See also the [discussion of this topic](#) on the Institute for Research on Poverty’s web site.

NOTE: The poverty guideline figures below are NOT the figures the Census Bureau uses to calculate the number of poor persons.
The figures that the Census Bureau uses are the poverty thresholds.

2012 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in family/household	Poverty guideline
1	\$11,170
2	15,130
3	19,090
4	23,050
5	27,010
6	30,970
7	34,930
8	38,890
For families/households with more than 8 persons, add \$3,960 for each additional person.	

SOURCE: *Federal Register*, Vol. 77, No. 17, January 26, 2012, pp. 4034-4035

The separate poverty guidelines for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966-1970 period. Note that the poverty thresholds — the original version of the poverty measure — have never had separate figures for Alaska and Hawaii. The poverty guidelines are not defined for Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, the Republic of the Marshall Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and Palau. In cases in which a Federal program using the poverty guidelines serves any of those jurisdictions, the Federal office which administers the program is responsible for deciding whether to use the contiguous-states-and-D.C. guidelines for those jurisdictions or to follow some other procedure.

The poverty guidelines apply to both aged and non-aged units. The guidelines have never had an aged/non-aged distinction; only the Census Bureau (statistical) poverty thresholds have separate figures for aged and non-aged one-person and two-person units.

Programs using the guidelines (or percentage multiples of the guidelines — for instance, 125 percent or 185 percent of the guidelines) in determining eligibility include Head Start, the Food Stamp Program, the National School Lunch Program, the Low-Income Home Energy Assistance Program, and the Children's Health Insurance Program. Note that in general, cash public assistance programs (Temporary Assistance for Needy Families and Supplemental Security Income) do NOT use the poverty guidelines in determining eligibility. The Earned Income Tax Credit program also does NOT use the poverty guidelines to determine eligibility. For a more detailed list of programs that do and don't use the guidelines, see the [Frequently Asked Questions](#) (FAQs).

The poverty guidelines (unlike the poverty thresholds) are designated by the year in which they are issued. For instance, the guidelines issued in January 2012 are designated the 2012 poverty guidelines. However, the 2012 HHS poverty guidelines only reflect price changes through calendar year 2011; accordingly, they are approximately equal to the Census Bureau poverty thresholds for calendar year 2011. (The 2011 thresholds are expected to be issued in final form in September 2012; a preliminary version of the 2011 thresholds is now available from the Census Bureau.)

The [computations for the 2012 poverty guidelines](#) are available.

The poverty guidelines may be formally referenced as "the poverty guidelines updated periodically in the *Federal Register* by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2)."

ATTACHMENT I

Home Delivered Meal Program Routes

Meals are delivered to customers residing across eight city wards. Currently, a driver and an assistant is assigned to four established routes. The following details the number of deliveries per route.

Weekday Delivery Routes

Route 1

Run1: 14 deliveries FT Stevens Drive, to 14th Kennedy St., NW
Run 2: 19 deliveries Emerson St., NW to Hawaii Avenue, NE
Run 3: 25 deliveries Harvard St., NW to Reno Rd., NW
Total Deliveries = 58

Route 2

Run 4: 42 deliveries 3100 12th St., NE to 1200 North Capitol St., NW
Run 5: 19 deliveries 1500 Douglas St., NE to 900 Quincy St., NE
Run 6: 15 deliveries 300 L St., NE to 2200 S St., NE
Total Deliveries = 76

Route 3

Run 7: 20 deliveries 1800 L St., NE to 700 12th St., NE
Run8: 25 deliveries 2800 Naylor Rd, SE to 3200 E Capitol St., SE
Run9: 18 deliveries 4000 Grant St., NE to 200 56th Place, NE
Total Deliveries = 63

Route 4

Run 10: 32 deliveries 1600 28th Place, SE to 4600 G St., SE
Run 11: 36 deliveries 1200 1st St., SW to 1500 V St., SE
Run 12: 31 deliveries 1700 Stanton Terrace, SE to 900 Varney St., SE
Total Deliveries = 99

ATTACHMENT I

Weekend Meal Route

Three hundred and Twenty meal slots are available for this service. Currently, deliveries are made to the following locations each weekend.

Route 1

Run1: 14 deliveries FT Stevens Drive, to 14th Kennedy St., NW

Run 2: 19 deliveries Emerson St., NW to Hawaii Avenue, NE

Run 3: 25 deliveries Harvard St., NW to Reno Rd., NW

Total Deliveries = 58

Route 2

Run 4: 42 deliveries 3100 12th St., NE to 1200 North Capitol St., NW

Run 5: 19 deliveries 1500 Douglas St., NE to 900 Quincy St., NE

Run 6: 15 deliveries 300 L St., NE to 2200 S St., NE

Total Deliveries = 76

Route 3

Run 7: 20 deliveries 1800 L St., NE to 700 12th St., NE

Run8: 25 deliveries 2800 Naylor Rd, SE to 3200 E Capitol St., SE

Run9: 18 deliveries 4000 Grant St., NE to 200 56th Place, NE

Total Deliveries = 63

Route 4

Run 10: 32 deliveries 1600 28th Place, SE to 4600 G St., SE

Run 11: 36 deliveries 1200 1st St., SW to 1500 V St., SE

Run 12: 31 deliveries 1700 Stanton Terrace, SE to 900 Varney St., SE

Total Deliveries = 99

ATTACHMENT J

SENIOR TRANSPORTATION SYSTEM						
LOCATION OF PARTICIPANTS		TOTAL PARTICIPANTS	NON	SPECIAL NEEDS		
			SPECIAL NEEDS	WHEEL	CANE	WALKER
WELLNESS CENTERS:						
MODEL CITIES SWC Ward 5		5	0	0	5	0
BERNICE FONTENEAU SWC Ward 1		3	0	0	1	2
CONGRESS HEIGHTS SWC Ward 8		1	0	0	0	1
VIDA-HATTIE HOLMES Ward 4		13	9	0	3	1
Washington Senior Wellness WARD 7						
HAYES SWC WARD 6		0	0	0	0	0
CENTERS:						
FAMILY MATTERS - WARD 8		45	38	2	3	2
FAMILY MATTERS - WARD 2		45	13	10	15	7
FAMILY MATTERS - WARD 6		25	16	4	8	4
TERRIFIC INC. - WARD 1		10	7	0	3	4
TERRIFIC INC. - WARD 4		28	22	0	4	2
EAST RIVER FSC - WARD 7		10	2	2	0	0
IONA SENIOR SERVICES - WARD 3		15	5	2	4	4
SEABURY Ward 5		12	0	0	11	1
HOME CARE PARTNERS		23	2	9	8	4
SOME: DWELLING PL. SR. CENTER		25	9	0	8	1
VIDA - SENIOR CENTER		71	34	4	26	7
Adult Day Centers:						
DOWNTOWN CLUSTER Adult Day		28	14	1	9	4
Center Care Adult Day		24	11	1	4	6
IONA Senior Services Adult Day		15	10	2	4	4
ZION BAPTIST Adult Day		34	15	2	9	8
TOTAL		432	207	39	125	62

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